

State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE THOMAS H. BARLAND
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

DATE: October 24, 2014

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
Milwaukee County Election Commission
City of Milwaukee Election Commission

FROM: Michael Haas
Elections Division Administrator

Brian M. Bell, MPA
Elections and Ethics Specialist

SUBJECT: Election Day Registration Verification Postcard Statistics Reporting

The State Legislature passed 2013 Wisconsin Act 148 (2013 Senate Bill 377) during the last legislative session. This law requires that each municipal clerk must report within 90 days of a federal or state election:

- The number of address verification postcards sent to Election Day Registrants (EDR);
- The number of those postcards returned as undeliverable because the voter did not reside at that address;
- The number of such voters inactivated as a result of the address verification postcard process; and
- The number of electors referred to the District Attorney

While these provisions of Act 148 become effective in 2016, a nonstatutory provision of the Act requires that the G.A.B. request the same data from clerks following the 2014 General Election. G.A.B. Staff has developed an *EDR Postcard Statistics Report* with five short questions that will satisfy the requirements of the law and provides an explanation of the status of each voter involved. Each municipal clerk must track the status of EDR address verification postcards from the 2014 General Election. The municipal clerk, or their provider, must then submit one report for each municipality through the Wisconsin Election Data Collection System (WEDCS). Completing the report in WEDCS satisfies the requirement to report the information to the G.A.B. and the county clerk because the municipal clerk, county clerk, and the G.A.B. can access and review the information.

For the 2014 General Election, the law requires that clerks report this information within 90 days of Election Day – no later than February 2, 2015. Wisconsin Statutes require that EDRs and voter participation are recorded in SVRS within 45 days of a general election (*Wis. Stat. §6.33(5)(a)*). A clerk may request an extension from 45 days (December 19, 2014) to 60 days following the general election (January 3, 2015) from the G.A.B. Clerks should continue to process these

postcards beyond 90 days from Election Day, as well as update the report for their municipality until you have resolved the status of all postcards.

Beginning with federal and state elections in 2016, the law requires clerks to report the same information no later than 90 days after the election date, and then to subsequently update the statistics on a monthly basis as necessary. The G.A.B. will provide additional guidance prior to the first report required in 2016 about that process, and we plan to rely heavily on clerk input in developing a more robust way to process these postcards moving forward. There will be no reporting requirements for EDR postcards for the 2015 Spring Election Cycle.

Within 90 days after the 2014 General Election, you or your provider clerk should:

- Login to WEDCS
- Select “2014 General Election EDR Postcards Report” from the left-hand menu
- Click on the name of your municipality
- Enter your statistics
- Click on the “Save and Submit” button at the bottom of the screen
- Return to update your report as necessary

Attached is a table outlining the questions included on the EDR Postcard Statistics Report. If you are a relier municipality, we suggest talking with your provider clerk about how to manage tracking these postcards and reporting the statistics required by the law to develop a system that will work well for you. If you are a relier municipality, you should talk with your provider about how you will submit your report in WEDCS. Your provider may complete the report for you, or if you have access to WEDCS, you may enter the report yourself. Relier clerks who would like access to WEDCS should contact the GAB Help Desk using the contact information provided below.

If you have any questions, please contact the G.A.B. Help Desk at gabhhelpdesk@wi.gov or (608) 261-2028.

Election Day Registration Postcard Statistics Report

1.	<p>TOTAL NUMBER OF ELECTION DAY REGISTRATION APPLICATIONS APPROVED AND ENTERED INTO THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS).</p> <p>This should match the information provided on the GAB-190 for question 3, totaled for all of your reporting units.</p>	
2.	<p>NUMBER OF EDR ADDRESS VERIFICATION POSTCARDS RETURNED TO THE CLERK AS UNDELIVERABLE FOR ANY REASON.</p> <p>Only report undeliverable postcards sent to voters who registered on Election Day for the 2014 General Election. The postcard lists the voter's registration source. If the registration source is EDR, it will include the election date.</p>	
3.	<p>NUMBER OF UNDELIVERABLE EDR ADDRESS VERIFICATION POSTCARDS THAT ARE ABLE TO BE RESOLVED.</p> <p>Resolved postcards are those 2014 General Election EDR address verification postcards where the clerk was able to find a reasonable explanation for the undeliverable mailing, such as typographical or address validation errors, the voter moving after voting but before getting their postcard, postal delivery errors, etc.</p>	
4.	<p>NUMBER OF VOTERS INACTIVATED IN SVRS AS A RESULT OF THE EDR ADDRESS VERIFICATION PROCESS.</p> <p>Only include voters inactivated because of a 2014 General Election EDR address verification postcard. Do not include voters inactivated for any reason other than the EDR address verification mailing process.</p>	
5.	<p>NUMBER OF VOTERS REFERRED TO THE DISTRICT ATTORNEY'S OFFICE AS A RESULT OF THE EDR ADDRESS VERIFICATION PROCESS.</p> <p>Provide the total number of voters referred to the district attorney because their EDR address verification postcard was undeliverable and the clerk was unable to find a reasonable explanation.</p>	